Weet-Bix MyCricket

User Manual

Club Tasks

V 3.0, Last Updated: September 4th 2010

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Administration Tasks

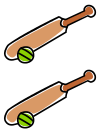
Overview

Before you begin managing your Club you'll need to ensure you are familiar with the following key administration tasks.

1. Manage Your Club Details

1.1. First Time Login

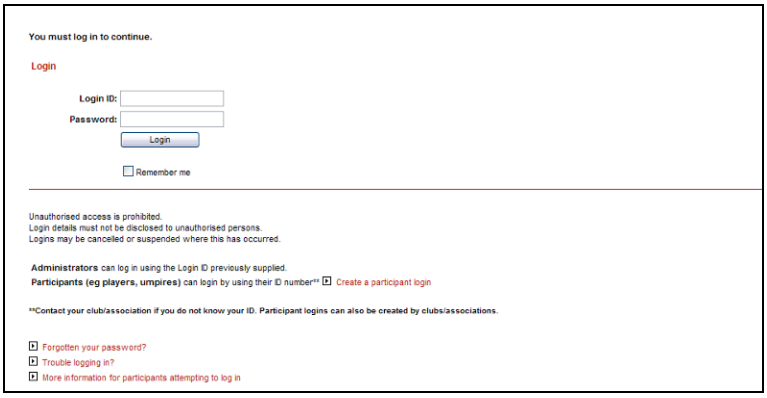
The first time you login the system will prompt you to:



Read and accept the MyCricket Terms and Conditions of Use

Change the automatically generated password to one you will remember

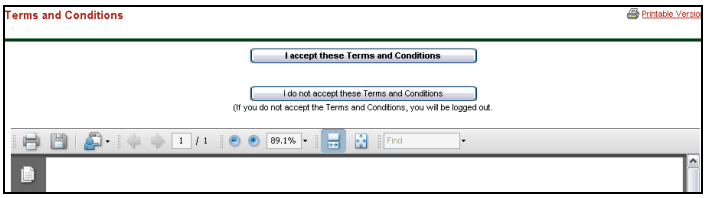
- Access the *MyCricket Administration Home Page* www.mycricket/cricket.com.au


You must log in to continue.
Login
Login ID:
Password:
Login
Remember me
Unauthorised access is prohibited.
Login details must not be disclosed to unauthorised persons.
Logins may be cancelled or suspended where this has occurred.
Administrators can log in using the Login ID previously supplied.
Participants (eg players, umpires) can login by using their ID number** Create a participant login
**Contact your club/association if you do not know your ID. Participant logins can also be created by clubs/associations.
Forgotten your password?
Trouble logging in?
More information for participants attempting to log in

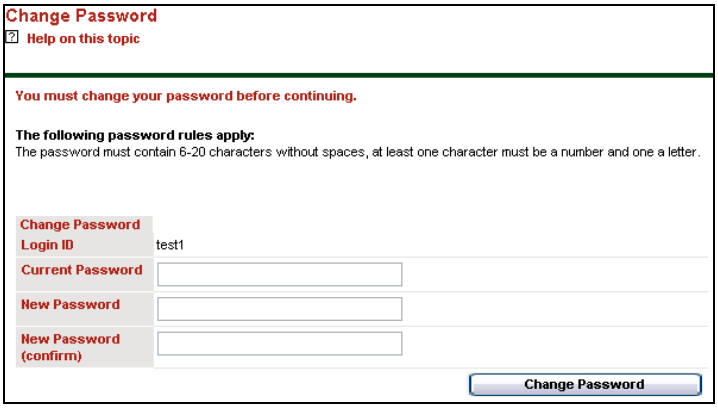
- Complete the **Login ID** and **Password** fields,

- Click

- **Important Note:** If at any stage you forget your Password, the forgotten password link is found at the bottom of the login screen.


Terms and Conditions
Printable Version
I accept these Terms and Conditions
I do not accept these Terms and Conditions
(If you do not accept the Terms and Conditions, you will be logged out.

- Read the Terms and Conditions.
- Click **I accept these Terms and Conditions**


Change Password
Help on this topic
You must change your password before continuing.
The following password rules apply:
The password must contain 6-20 characters without spaces, at least one character must be a number and one a letter.
Change Password
Login ID
test1
Current Password
New Password
New Password (confirm)
Change Password

This screen is accessible at a later date through menu path:

MODE: Organisation
MENU: Users > My Account

- Complete the following fields:

Field	Description
Current Password	Type your current password in the field. If this is your first login, type the system assigned password here.
New Password	Type your new password directly in the field. Passwords must be 6 characters in length and contain at least 1 number and one letter.
New Password (confirm)	Re-type your new password to confirm.

- Click **Change Password**
- Click **Home** to return to the administration home page.

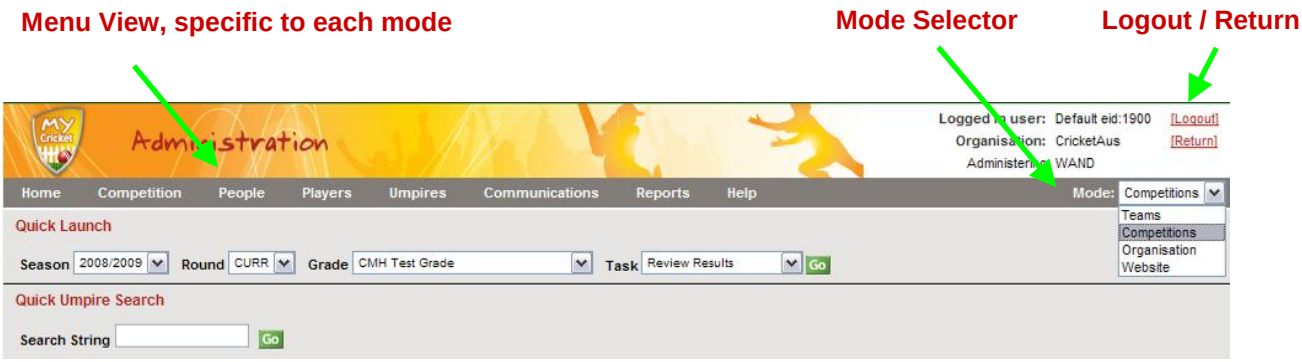
1.2. Navigating the Administration Area

After you log in, you will see a menu bar at the top of the screen, just beneath the main MyCricket banner. Users can change their menu view according to the task they want to complete using the "Mode" selector and dropdown list.

Mode Selector: Toggle between modes available

Menu View: contains all the menu items that are specific and available for the selected mode

Logout / Return: these links allow you to logout of the system, or return to Association level if you have been administering a Club



It is recommended that you take some time to browse through each Mode and the associated Menu Views to help familiarise yourself with the options available. The following table provides a broad description of each mode available in MyCricket.

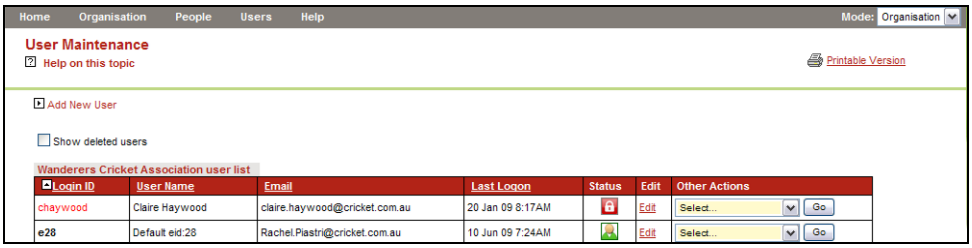
Mode	Description
Competitions	All competition management functions including grade and fixture setup, ladders, umpire management, reports, etc.
Organisation	Organisation tasks such as registering for insurance, adding office bearers, creating new admin users, updating organisation details.
Website	Manage or add content to your MyCricket Association website.
Teams **	This feature is only available if activated, and only affects those who manage Association Rep Teams. Manage a team participating in competitions, such as select teams, enter match results / player scores, complete player transfers / clearances.

Please note that all modes may not be available for all users or organisations.

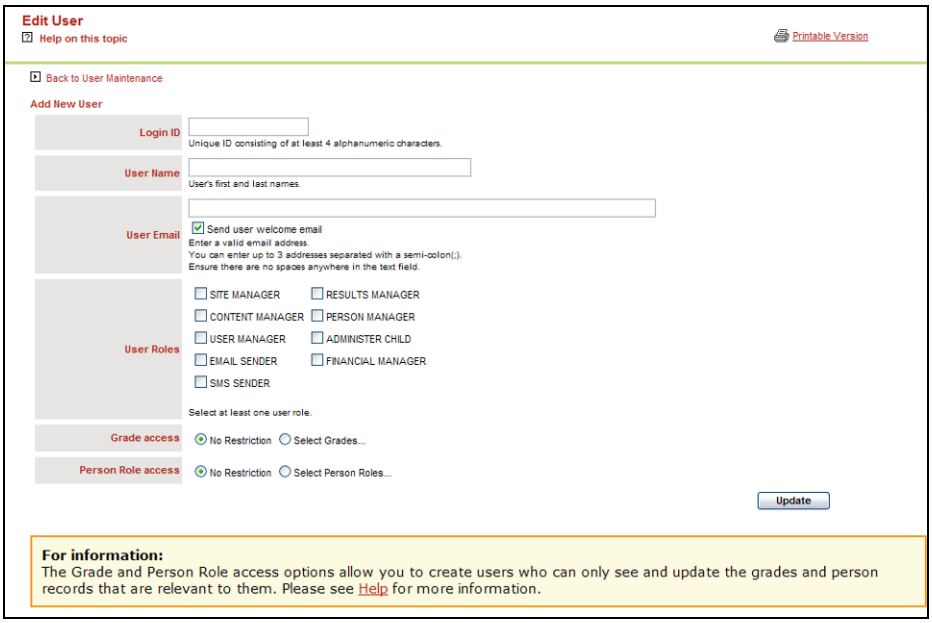
1.3. Creating & Maintaining Users

To help you share the load, you can create as many other Users as you need. These users will be able to login and perform some or all of the tasks outlined in this manual, based on the User Roles assigned to them.

MODE: Organisation
MENU: Users > User List



If you want to…	Then click…
Create a new user	**Add New User** at the top of the screen.
Modify an existing user	**Edit** next to the users' name.


Edit User
Help on this topic
Printable Version
Back to User Maintenance
Add New User
Login ID
Unique ID consisting of at least 4 alphanumeric characters.
User Name
User's first and last names.
User Email
Send user welcome email
Enter a valid email address.
You can enter up to 3 addresses separated with a semi-colon(;).
Ensure there are no spaces anywhere in the text field.
User Roles
SITE MANAGER
RESULTS MANAGER
CONTENT MANAGER
PERSON MANAGER
USER MANAGER
ADMINISTER CHILD
EMAIL SENDER
FINANCIAL MANAGER
SMS SENDER
Select at least one user role.
Grade access
No Restriction
Select Grades...
Person Role access
No Restriction
Select Person Roles...
Update
For information:
The Grade and Person Role access options allow you to create users who can only see and update the grades and person records that are relevant to them. Please see Help for more information.

- Complete the **Login ID**, **User Name** and **Email** fields as per onscreen instructions. Login ID must be unique across MyCricket – we recommend using the Association/Club abbreviation in combination with the user name.

- For new users, ensure the **Send Welcome Email** checkbox is selected, so their initial password and login information is sent.

- Apply the required **general** security roles to the user by clicking the corresponding checkboxes in the **User Roles** area. Not all options will be available to all users.

- Apply the required **specific** security roles (if applicable) to the user by selecting and expanding the Grades and Person Role access options. The specific security roles work in conjunction with the general security roles.

- Click for details on the security permissions available.

- Click at the bottom of the screen to save the user details.

- Please note that if you change user access, the user may need to logout and then log back in again for the changes to take effect.

There are several other options available in the User Maintenance Screen, **Actions** dropdown listing:

- **Lock/Unlock Account**: Enables you to lock this user out of the system immediately or unlock an account if locked.
- **Reset Password**: Clears the existing password and sends the user a new system assigned password.
- **Set User as Principal**: Assigns this user as the Principal User for this Club/Association making their email publicly available throughout MyCricket. This overrides the current Principal User.
- **Resend Welcome Email**: re-sends the Welcome Email and attached "Getting Started Documents"
- **Delete User**: Removes the user profile from the system, but all users can be reactivated if needed.

Pre Season Tasks

Overview

MyCricket enables you to manage all aspects of your Clubs involvement in Cricket. The following tasks are those more common to the running of your club. The following sections briefly detail the more commonly used competition tasks such as managing players, entering and confirming match results, entering player scorecards and match reports.

2. Player List Management

Before a player can be selected to a team they must be added to the MyCricket system. This can be done in Bulk (eg: importing multiple player records from an existing database into MyCricket) or individually transferring or adding new players.

Once a record has been created for the player they **must** to be registered to an Association (or multiple Associations) within MyCricket in order to be selected into teams.

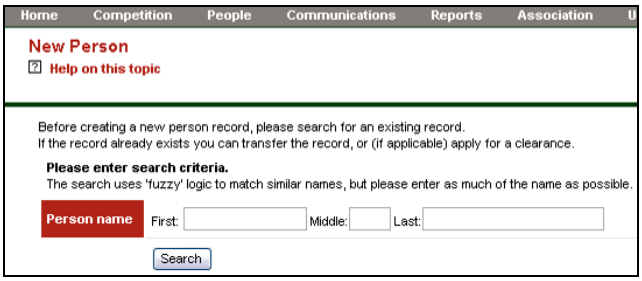
If a player is already in the system and is registering with a new club they will need to be transferred. Although MyCricket allows you to transfer a player without gaining Clearance first, your association By Laws may require clearance before a transfer can take place.

2.1. Create New Person Record

This procedure will assist you with entering records for players, umpires, coaches' and general contacts. Each role has a selection of sub roles to further define the person and assist with grouping, reporting and communicating to specific groups of people.

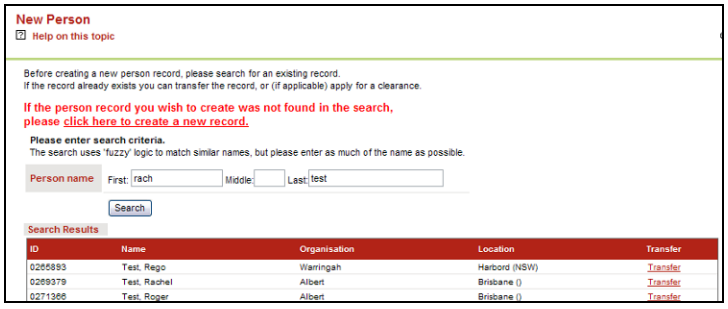
A person can have multiple roles applied to their record. Eg: John Smith is a (role) Player with a (sub role) Senior and he is also a (role) Coach with (sub role) Junior.

MODE: Competitions, Organisation, Teams
MENU: People


Home
Competition
People
Communications
Reports
Association
New Person
Help on this topic
Before creating a new person record, please search for an existing record.
If the record already exists you can transfer the record, or (if applicable) apply for a clearance.
Please enter search criteria.
The search uses 'fuzzy' logic to match similar names, but please enter as much of the name as possible.
Person name
First:
Middle:
Last:
Search

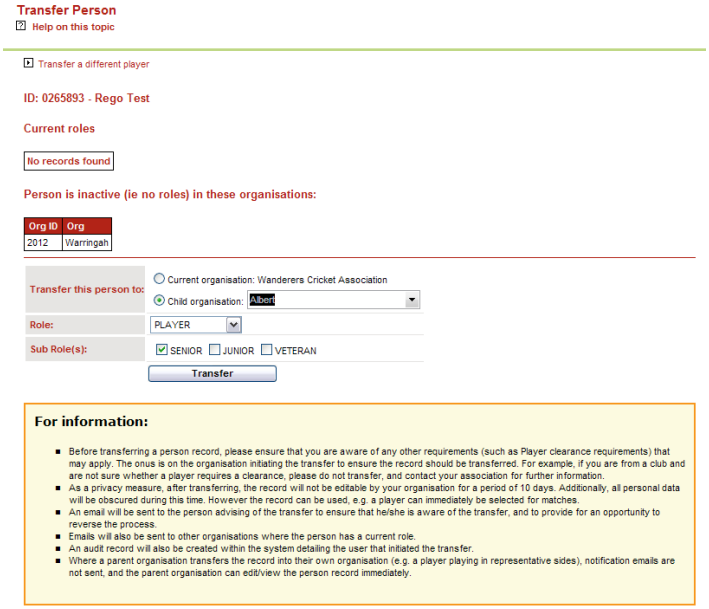
Before creating a new record you must search for the person to determine if they are already in the system. This helps to eliminate duplicate data which clogs the system and can cause organizational issues.

- Type the persons name in the **First**, **Middle** and/or **Last** fields, Click Search



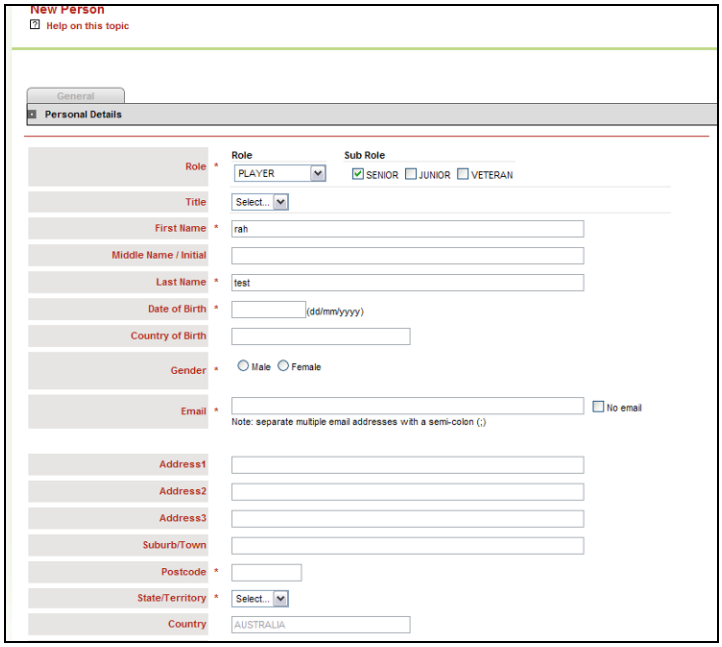
- Look through the **Search Results** table to determine if the person has an existing record. If you are unsure, then it is best to create a new record, duplicates can be identified and merged at a later stage if required.

- **Important Note:** Asking key questions when you have a new player arrive at the Association/Club can assist in knowing whether they are in MyCricket already, and which previous Organisation they may have been involved with.

If the person was…	Then…
Found	Click Transfer next to the person's name. Select your Association, or choose a Club if required.  Complete the **Transfer this person to**, **Role** and **Sub Role(s)** fields as required. Read *For Information* at the bottom of the screen Click Transfer and OK
Not Found	Continue to the next step

The transferred player will remain in the list of the original club/association. This enables people to be affiliated with multiple clubs and associations whilst still having a single MyCricket record.

- Click the click here to create a new record. link at the top of the screen.



- Complete the following fields as required:

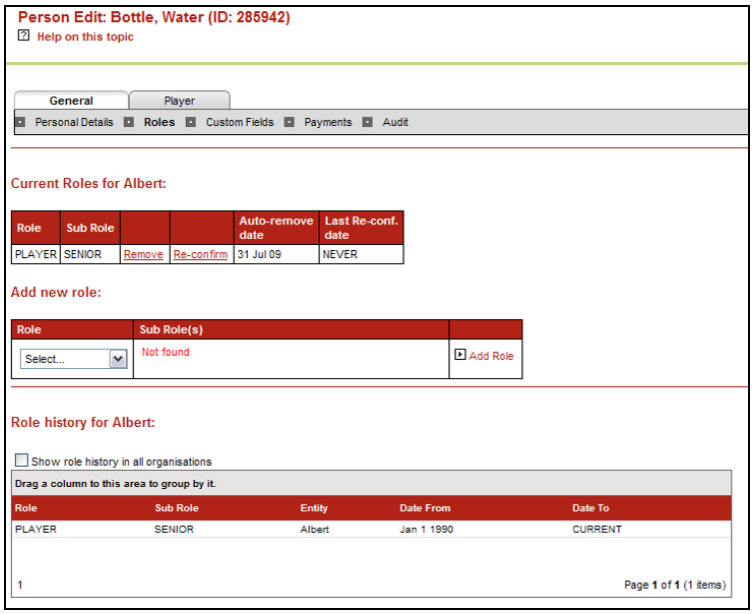
Field	Description
Role	The main role the person will have within the association. Select from the drop down list. This is a **mandatory** field
Sub Role	Helps to further define the persons role within the association Selection in the **Role** field will determine the options available here. Select the checkbox next to the appropriate sub role. It is possible to select multiple sub roles. This will result in multiple **Roles** automatically created for the person. Eg: if the person is a player at both senior and junior level, select the Role **Player**, then select both **Senior** and **Junior** sub roles. The person will end up having 2 Roles: Player – Senior and Player – Junior. This is a **mandatory** field
Title	Select a title from the drop down list
First Name	The persons' first name. This will automatically populate based on your entry at the search stage. This is a **mandatory** field and cannot contain numbers

Field	Description
Middle Name / Initial	The persons' middle name or initial. This will automatically populate based on your entry at the search stage.
Last Name	The persons' surname. This will automatically populate based on your entry at the search stage. This is a **mandatory** field and cannot contain numbers
Date of Birth	The persons' date of birth, type in **dd/mm/yyyy** format. This field **may be mandatory** depending on role selected.
Country of Birth	The country the person was born in.
Gender	Select the appropriate radio button to specify the persons gender. This is a **mandatory** field.
Email	The email address of the person. Although this is not a mandatory field, it is highly recommended that you collect email addresses from all people if you wish to make use of the Email Communication feature. Multiple email address can be entered by using a semi colon (;) to separate.
Address 1 / 2 / 3	The postal address of the person. Type the address directly into the field beginning at field #1. Only use fields #2 and #3 if you require more space.
Suburb / Town	The town or suburb of the persons' postal address.
Postcode	The postcode of the persons' postal address. Type in numerical format directly in the field, 4 digits only. This is a **mandatory** field.
State / Territory	The state or territory of the persons' postal address. This is a **mandatory** field.
Country	Automatically defaults to Australia. This cannot be modified at this stage.
Home Phone	The home phone number of the person. Must contain 10 digits including area code. Brackets hyphens and spaces are allowed. () -

Field	Description
Work Phone	The work phone number of the person. Must contain 10 digits including area code. Brackets hyphens and spaces are allowed. () -
Mobile Phone	The mobile phone number of the person. Must contain 10 digits including area code. Brackets hyphens and spaces are allowed. () -
Fax Number	The fax number of the person. Must contain 10 digits including area code. Brackets hyphens and spaces are allowed. () -.
Next of Kin/Emergency Contact Name	Enter the Name of the Emergency Contact for this participant.
Next of Kin/Emergency Contact Number	Enter a valid phone number or mobile number for the Next of Kin / Emergency Contact.
Comment	If required, you can enter additional information here. This information is for private viewing by your organisation only and is only displayed on this screen.

- Click **Add** and OK

The **Roles** and **Custom Fields** options, and any others that are applicable by Role, become available once the personal details and Roles have been added to the system.



2.2. Duplicate Person Record – Merge Process

MODE: Team / Organisation
MENU: Person > Duplicates Report

You can run a report to find any potential duplicate player records both within your own organisation, and across the MyCricket database. You can also submit these duplicates directly into MyCricket, to be reviewed and actioned by the MyCricket Support Team.

Please ensure that the To Person ID is the record with the most up to date personal information, as this is the information that will be retained. Match information and roles are kept from both records. *Merging duplicate data will generally take 2 to 3 days to complete but can take up to 2 weeks.*

MODE: Team / Organisation
MENU: Person > Person Merge Request

If you are already aware of a duplicate record you can request this merge directly without running the Duplicates Report.

MODE: Team / Organisation
MENU: Person > Person Merge List

You can use this person merge list to track the progress of your merge person requests. You can also remove any incorrect merges it they are yet to be approved by the MyCricket support team.

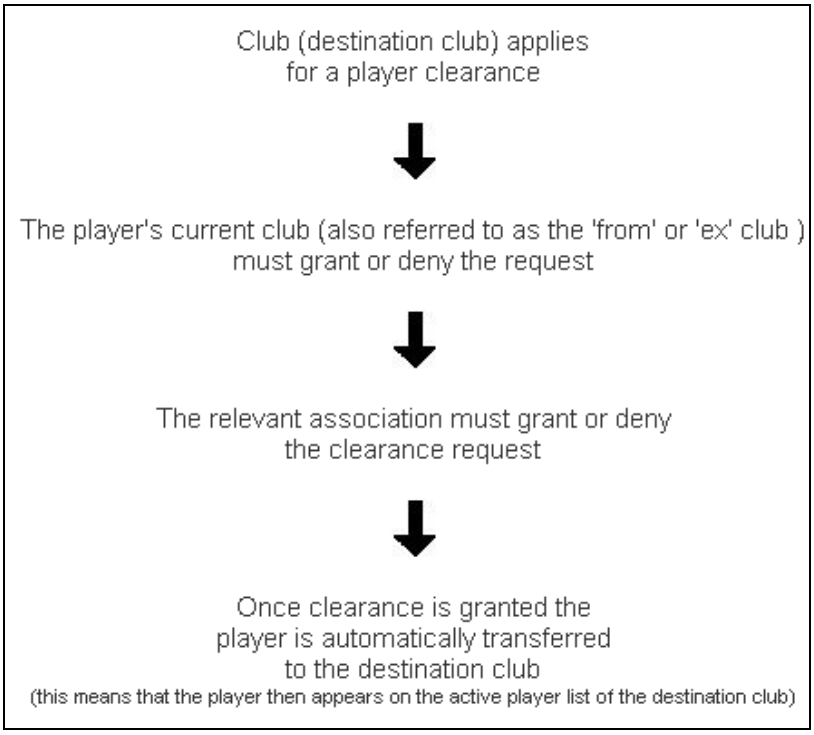
2.3. Player Clearances

Player clearances require clubs to gain approval from their governing body (Association) to transfer a player from one club to another. Throughout the process, the affected clubs and the Association are notified by email as to the actions that are required at any stage.

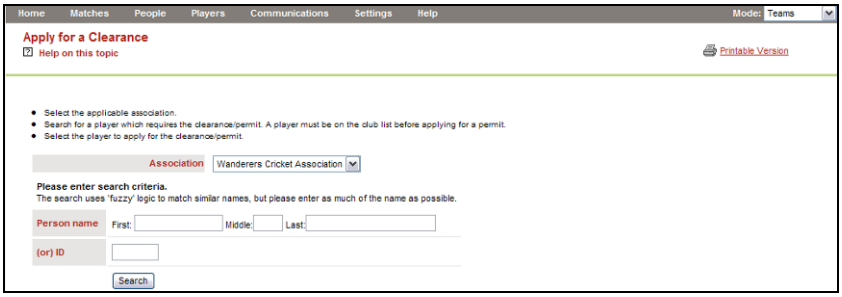
The transferred person will remain in the list of the original club/association. This enables people to be affiliated with multiple clubs and associations, retaining one unique MyCricket record.

MODE: Teams
MENU: Players > Permits & Clearances > Apply for Player Clearance

The following diagram charts the clearance process, beginning with the Club the player will be transferred to:


Club (destination club) applies
for a player clearance
The player's current club (also referred to as the 'from' or 'ex' club)
must grant or deny the request
The relevant association must grant or deny
the clearance request
Once clearance is granted the
player is automatically transferred
to the destination club
(this means that the player then appears on the active player list of the destination club)

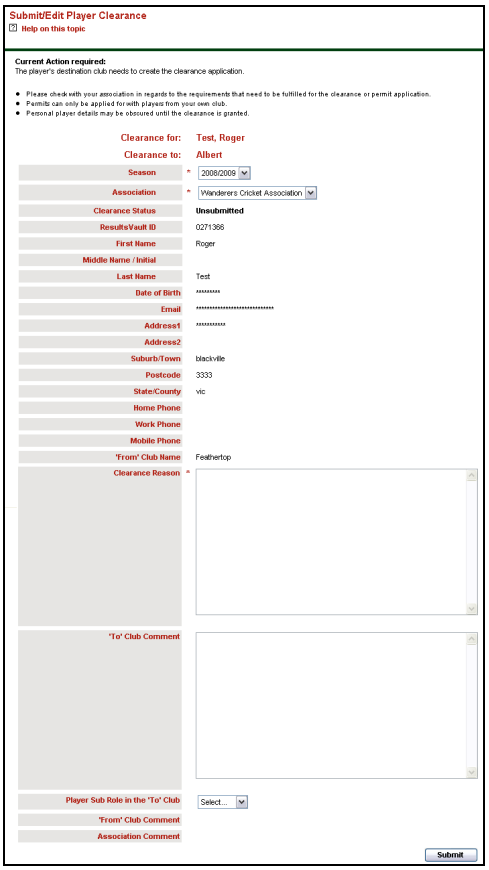
- Select the applicable association from the drop down list.



- Search for the player you want to transfer, by either **Person name** or **ID**
- Click Search

Search Results
ID
Name
Organisation
Location
Clearance
0271366 Test, Roger Albert Brisbane (QLD) Apply
0271366 Test, Roger Feathertop Brisbane (QLD) Apply
0269379 Test, Rachel Albert Brisbane (QLD) Apply
0269021 Test, Ritchie Wanderers Cricket Association Brisbane (QLD) Apply
0271373 Test8, Oscar Feathertop Brisbane (QLD) Apply
0271023 Toshack, Rob Harbord Bowling Club Harbord (NSW) Apply
0033353 Twist, Ryan Ringwood Ringwood (VIC) Apply

- Click Apply next to the name of the player you want to transfer.



- Complete the following fields as required:

Field	Description
Clearance Reason	The reason why your club is lodging a clearance request for this player. This is a mandatory, free flow text field. Type directly into the field.
"To" club comment	This field can be used to include additional information from your club.
Player sub role in the 'to' club	The sub role that the player will be assigned in your club. This may differ from the sub role assigned to the player in their existing club. Select from the drop down list.

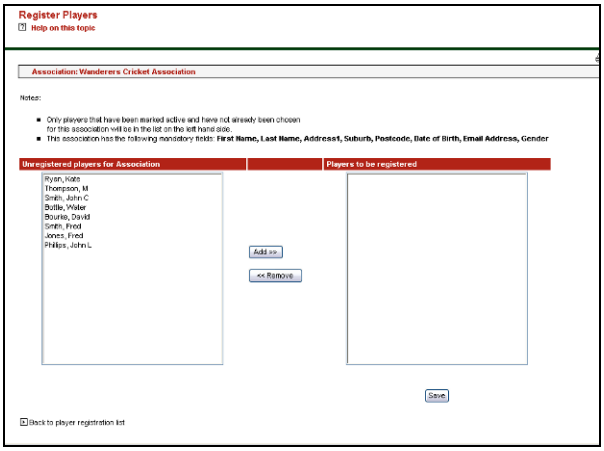
- Click **Submit** and **OK** to request clearance to transfer the player to your club.

- A message displays at the top of the screen telling you who has been notified of the clearance request.

2.4. Register Players to Associations

Note: Players must be registered to at least one Association before they can be selected to participate in any teams.

MODE: Teams
MENU: Players > Player Registration > Register Players

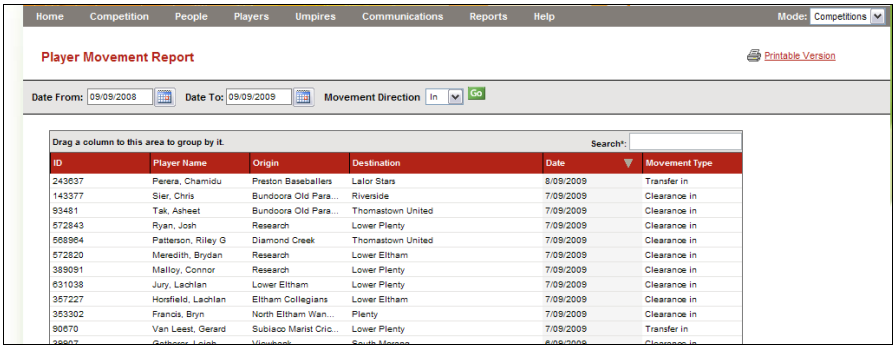

Register Players
Help on this topic
Association: Wanderers Cricket Association
Notes:
Only players that have been marked active and have not already been chosen for this association will be in the list on the left hand side.
This association has the following mandatory fields: First Name, Last Name, Address1, Suburb, Postcode, Date of Birth, Email Address, Gender
Unregistered players for Association
Players to be registered
Ryan, Kate
Thompson, M
Smith, John C
Bottle, Wake
Bourke, David
Smith, Fred
Jones, Fred
Philips, John L
Add >>
<< Remove
Save
Back to player registration list

- Select the Player or Players name in the **Unregistered players for Association** list
- Click [Add] to move the selected players to the **Players to be registered** list
- Click [Save] and [OK] to register the player.

2.5. Player Movement Report

MODE: Teams
MENU: Players > Permits & Clearances > Player Movement Report

You can view all movements (transfers and clearances) into and out of your club. The report options include searching by a date range, all movements in, all movements out or a search option to display a particular player.


Home
Competition
People
Players
Umpires
Communications
Reports
Help
Mode: Competitions
Player Movement Report
Printable Version
Date From: 09/09/2008
Date To: 09/09/2009
Movement Direction In
Go
Drag a column to this area to group by it.
Search*:
ID
Player Name
Origin
Destination
Date
Movement Type
243637 Perera, Chamidu Preston Baseballers Lalor Stars 8/09/2009 Transfer in
143377 Sier, Chris Bundoora Old Para... Riverside 7/09/2009 Clearance in
93481 Tak, Asheet Bundoora Old Para... Thomastown United 7/09/2009 Clearance in
572843 Ryan, Josh Research Lower Plenty 7/09/2009 Clearance in
568964 Patterson, Riley G Diamond Creek Thomastown United 7/09/2009 Clearance in
572820 Meredith, Brydan Research Lower Eltham 7/09/2009 Clearance in
389091 Malloy, Connor Research Lower Plenty 7/09/2009 Clearance in
631038 Jury, Lachlan Lower Eltham Lower Plenty 7/09/2009 Clearance in
357227 Horsfield, Lachlan Eltham Collegians Lower Eltham 7/09/2009 Clearance in
353302 Francis, Bryn North Eltham Wan... Plenty 7/09/2009 Clearance in
90670 Van Leest, Gerard Subiaco Marist Cric... Lower Plenty 7/09/2009 Transfer in

2.6. Matches Played Report

MODE: Available from Public Site
MENU: Statistics > Matches Played

You can view the number of matches played by a particular player from the public MyCricket website. You can customise this page to your club.

This report is particularly useful if your competition has qualification requirements for players to compete in finals. Your clubs will also be able to use this report to decide who is eligible for team selection during the finals.

Competition and Results Entry

Overview

During the competition season there are several tasks that will need to be carried out on a regular basis. You will need to select players for teams, enter match results and players scores and possibly submit captain and match reports.

Your Association may put timeframes on the completion of these tasks eg: match results may need to be entered within 48 hours of match completion.

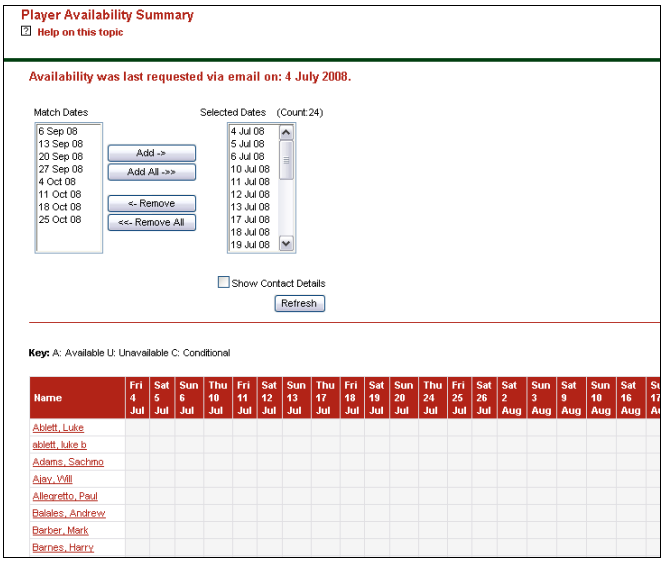
3. Player & Team Management

3.1. Player Availability Summary

Before you select the team for a match, it is advisable to first see who is available on the match date. MyCricket enables you to generate a report of player availabilities for selected dates once fixtures are released by the Association.

Additionally, this report will only display a player's availability status for a specific date if it has been entered in the *Person Edit* or *New Player* screens in the **Availability** tab.

MODE: Teams
MENU: Players > Player Availability > Player Availability Summary



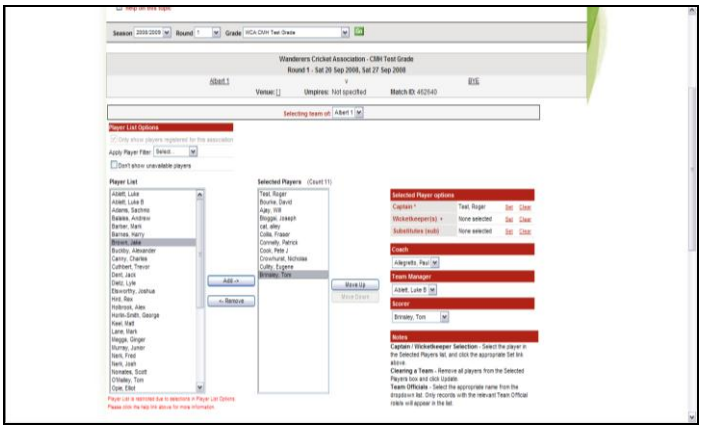
- Select the required dates from the **Match Dates** list
- Click **Add** to move the match date to the **Selected Dates** list
- Select the **Show Contact Details** checkbox, Click **Refresh**
- All available players for the selected dates are displayed in the table, along with their contact details, if requested.

> Players can be contacted via email from this screen if required.

3.2. Team Selection

You must select players for a team every round. MyCricket will remember the players selected for the previous match, but you will still need to submit the team to the match on a round by round basis.

MODE: Teams
MENU: Matches > Select Teams



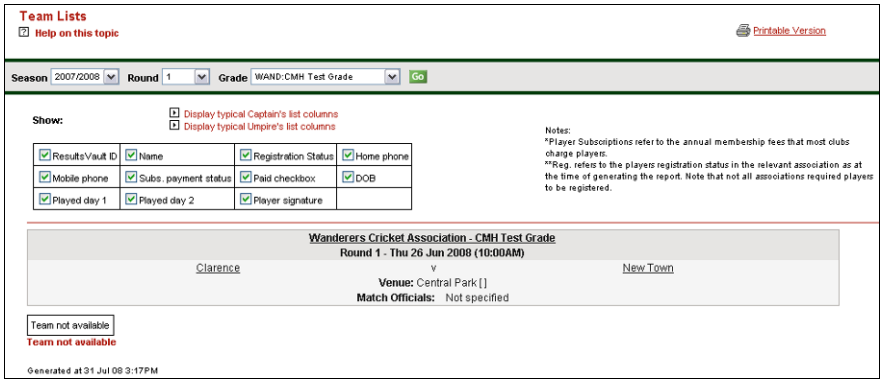
- Complete the **Season, Round** and **Grade** fields, Click Go
- Select the required players from the **Player List**
- Click Add -> to move them to the **Selected Players** list
- Move players up and down as required, ideally the list should be in your batting order.
- Select the Captain's name from the **Selected Players** list
- Click Set next to Captain in the **Selected Player Options** area.
- Repeat the previous 2 steps to assign **wicketkeepers** and **substitutes**.
- From the dropdown boxes you can select **Coach**, **Team Manager** & **Scorer** if required.
- Click Update and OK to save

> If you want the team to be the same as the previous match, simply click Update and OK to save.

3.3. Print Team List

In many cases, you will need to print the team list to hand to match officials on the day. MyCricket enables you to customise and print both a **Captains' list** and an **Umpires' list.**

MODE: Teams
MENU: Matches > Team Lists


Team Lists
Help on this topic
Printable Version
Season 2007/2008 Round 1 Grade WAND:CMH Test Grade Go
Show:
Display typical Captain's list columns
Display typical Umpire's list columns
Results/Vault ID
Name
Registration Status
Home phone
Mobile phone
Subs. payment status
Paid checkbox
DOB
Played day 1
Played day 2
Player signature
Notes:
*Player Subscriptions refer to the annual membership fees that most clubs charge players.
**Reg. refers to the players registration status in the relevant association as at the time of generating the report. Note that not all associations required players to be registered.
Wanderers Cricket Association - CMH Test Grade
Round 1 - Thu 26 Jun 2008 (10:00AM)
Clarence
v
New Town
Venue: Central Park [ ]
Match Officials: Not specified
Team not available
Team not available
Generated at 31 Jul 08 3:17PM

- Complete the **Season, Round** and **Grade** fields, Click Go
- Select either **typical captain's** or **typical umpires** lists
- If necessary, select or deselect other data to be included in the list by clicking the appropriate checkbox/es
- Click Printable Version A new window opens.
- Print the list as per your computers' regular printing method.

4. Match Results & Statistics

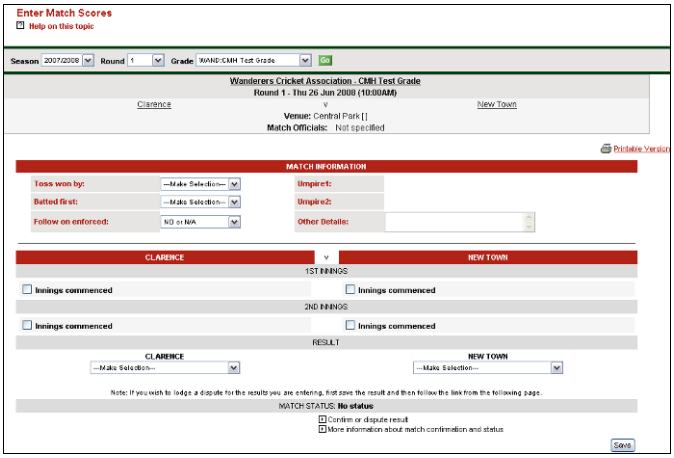
Match Results can be entered either during a game or once it has finished. Results can be entered by either team, but not by both. Consult your Association to determine whether the home or away team are to enter match results.

Once the results have been entered by the initial (first) team, the opposing team then needs to confirm or dispute this match result before they can be locked in as official by the Association if required.

Each club is able to then enter their own individual player scores to create their statistics.

4.1. Entering Match Results

MODE: Teams
MENU: Matches > Enter Match Results



- Complete the **Season, Round** and **Grade** fields, Click Go

- Enter match results in the applicable fields. Use the following table as a guide:

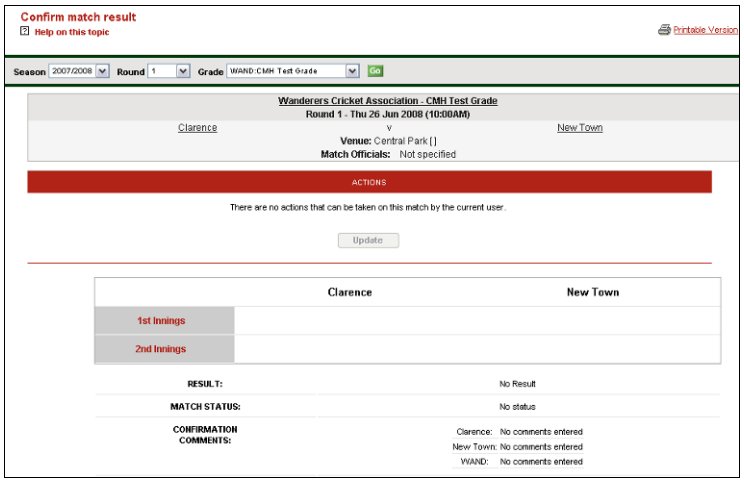
Function	Description
Wickets field	If you select 10, **all out** automatically populates the **Innings Closure** field.
Match Results field	This is a mandatory field. If the match hasn't finished yet select **Match in Progress**. This enables you to save the results and access them again at a later date. Results time frames do not apply in this case. Selection in one teams **Match Result** field will drive the entry in the other team. eg; if Team A **Lost on First Innings** then Team B's **Match Result** automatically populates with **Won on First Innings**
Modifying Results	Results can be modified until they are confirmed by either the association or the opposing team. Once confirmed, results are locked as official.

4.2. Confirming or Disputing Results

If the opposition team has entered the results, you will need to review their entries and either confirm or dispute them. You can not modify the results in any way, however you can begin the dispute process if you disagree with the other teams results entry.

MODE: Teams

MENU: Matches > Confirm Match Results



- Select the **Season**, **Round** and **Grade**
- Click Go
- In the *Actions* area of the screen

Action	Description
Confirm Result	Select the radio button if you agree with the results entered by the other team. Click Update The results are then saved and locked
Dispute Result	Select the radio button if you do not agree with the match results entered by the other team. Type the reason for your dispute in the text box. Click Update This information will be sent to both the opposition team and the association. The matter is then handled at association level until resolved.

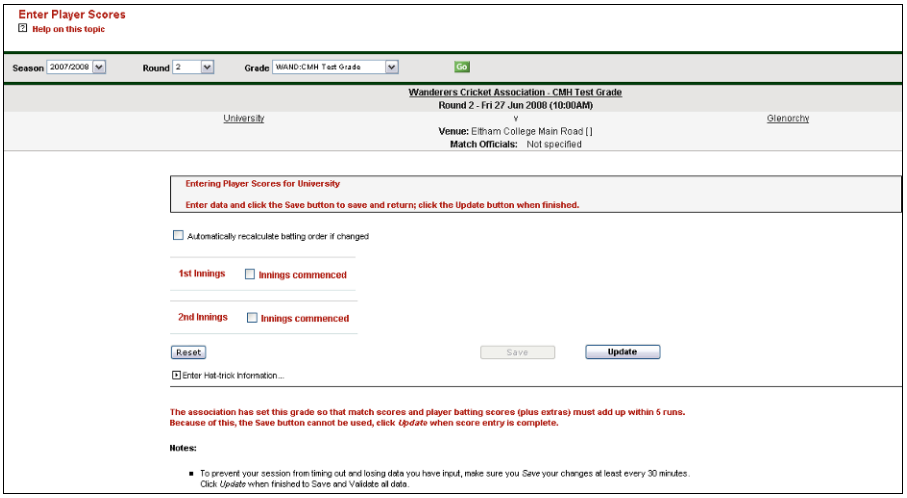
4.3. Entering Player Scores

Your association will set rules which allow one team to enter both team scores (full scorecard) or to only enter your own players' scores.

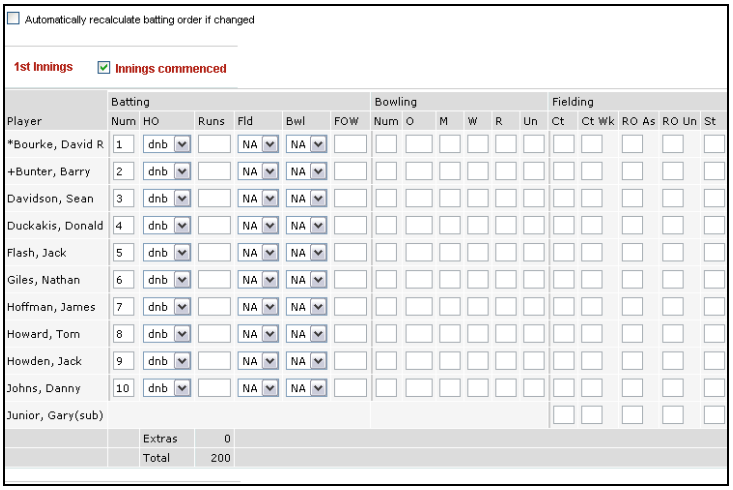
When entering player scores please keep in mind the following:

- Your Association may set a timeframe on entering player scores.
- One of the benefits of MyCricket is that your players can compare their stats with players all around the country. However, in order to get a realistic view of your players' stats nation-wide, clubs must enter player scores as accurately and as regularly as possible.
- The score fields available are determined by your association. If you require additional fields be entered (eg: 4s, 6s) please contact your Associations Principal User.

MODE: Teams
MENU: Matches > Enter Player Scores


Enter Player Scores
Help on this topic
Season 2007/2008
Round 2
Grade WAND:CMH Test Grade
Go
Wanderers Cricket Association - CMH Test Grade
Round 2 - Fri 27 Jun 2008 (10:00AM)
University
v
Glenorchy
Venue: Eltham College Main Road []
Match Officials: Not specified
Entering Player Scores for University
Enter data and click the Save button to save and return; click the Update button when finished.
Automatically recalculate batting order if changed
1st Innings
Innings commenced
2nd Innings
Innings commenced
Reset
Save
Update
Enter Hat-trick Information...
The association has set this grade so that match scores and player batting scores (plus extras) must add up within 5 runs.
Because of this, the Save button cannot be used, click Update when score entry is complete.
Notes:
To prevent your session from timing out and losing data you have input, make sure you Save your changes at least every 30 minutes.
Click Update when finished to Save and Validate all data.

- Select the **Season**, **Round** and **Grade**.
- Click Go
- Select the checkbox next to the innings you want to enter scores for.


Automatically recalculate batting order if changed
1st Innings
Innings commenced
Batting
Bowling
Fielding
Player Num HO Runs Fld Bwl FOW Num O M W R Un Ct Ct Wk RO As RO Un St
*Bourke, David R 1 dnb NA NA
+Bunter, Barry 2 dnb NA NA
Davidson, Sean 3 dnb NA NA
Duckakis, Donald 4 dnb NA NA
Flash, Jack 5 dnb NA NA
Giles, Nathan 6 dnb NA NA
Hoffman, James 7 dnb NA NA
Howard, Tom 8 dnb NA NA
Howden, Jack 9 dnb NA NA
Johns, Danny 10 dnb NA NA
Junior, Gary(sub)
Extras 0
Total 200

The batting order displayed is based on the order in which players were selected during "Select Teams". If this order has changed, check the **Automatically recalculate batting order if changed** checkbox. Then simply type the new batting order number in the **Num** field next to the required player. Note that the physical order doesn't change, only the batting order number. This is **critical** to ensure partnerships are correctly calculated using the fall of wicket totals.

- Complete the following fields as necessary:

Field	Description
BATTING	
Num	The batting order number of the corresponding player. This will default to the order as at the Team Selection stage.
HO	How Out – see Support & FAQ Centre for definitions. The method of dismissal, select from the drop down list.
Runs	The number of runs made by the player.
Fld	Opposition fielder who dismissed the batter. Select from the drop down list.
Bwl	Opposition bowler who dismissed the batter OR 2nd opposition fielder who assisted run out.

Field	Description
FOW	Fall of Wicket Where two or more wickets fall at the same score, the dismissal order can be specified by entering as a decimal. Eg: players A, B and C are all dismissed at the unlucky 87, batted at numbers 3,4 and 5 respectively, and were dismissed in the order A, C, then B. Enter a FOW of 87.1 for A, 87.3 for B, and 87.2 for C. The decimal point is not required where only one wicket falls at a given score.
BF	Balls Faced May be disabled – refer to Settings > Report Customisation
Min	Batting Minutes Type a whole number directly in the field. May be disabled – refer to Settings > Report Customisation
4s	Number of 4s scored May be disabled – refer to Settings > Report Customisation
6s	Number of 6s scored May be disabled – refer to Settings > Report Customisation
BOWLING	
Num	Bowling number. The order of bowler appearances in the selected innings.
O	Number of overs bowled.
M	Number of maidens bowled.
W	Number of wickets taken, must be between 0 and 10
R	Number of runs conceded
Htrk	Hat Trick (number of consecutive wickets taken) For details on how to enter Hat Tricks.
Un	Unassisted wickets taken. Must be a whole number less than or equal to wickets taken. If this field is disabled, unassisted wickets will be automatically calculated based on the scorecard. This is a setting in the *Grade Customisation* screen.

Field	Description
Wd	Number of wides bowled May be disabled – refer to Settings > Report Customisation
Nb	Number of no balls bowled. May be disabled – refer to Settings > Report Customisation
FIELDING	
Ct	Number of catches taken as a fielder. (not wicketkeeper) Must be between 0 and 10
Ct Wk	Number of catches taken as wicketkeeper. Must be between 0 and 10
RO As	Number of assisted run-outs made. Must be between 0 and 10
RO Un	Number of assisted run-outs made. Must be between 0 and 10
St	Number of stumpings made Must be between 0 and 10

The following notes apply to entering player scores:

a) You can only enter fielding scores for substitutes, replacement players should not be marked as substitutes if they need to have runs allocated against them.

b) The Association may set a tolerance level (eg 5 runs) meaning the total number of runs entered has to be within 5 runs of the total number entered for the innings. The innings total is automatically displayed as a result of the Match Results entered.
   * If a tolerance is set you can't save the scores, only update.
   * If a tolerance is not set and the runs entered don't match up with the match results a warning will appear.

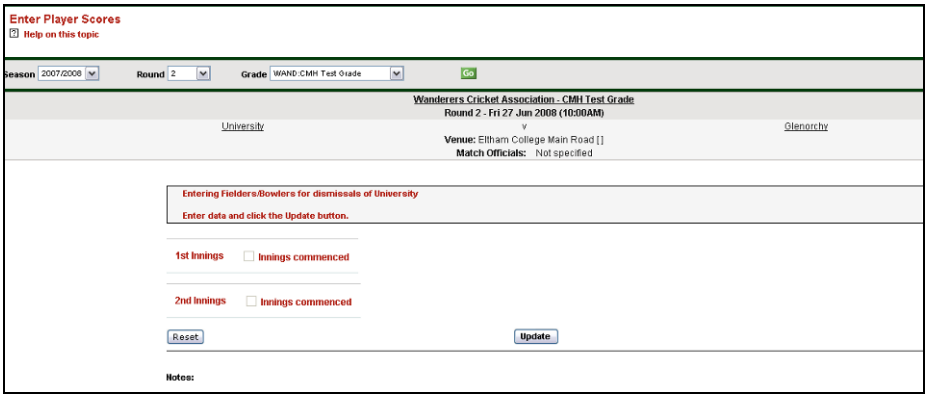
- Click Save or Update

  The system runs a series of validations. If a validation fails, a popup appears:
  - Click **cancel**
  - The data that failed the validation is highlighted in red.

4.4. Entering Opposition Dismissals

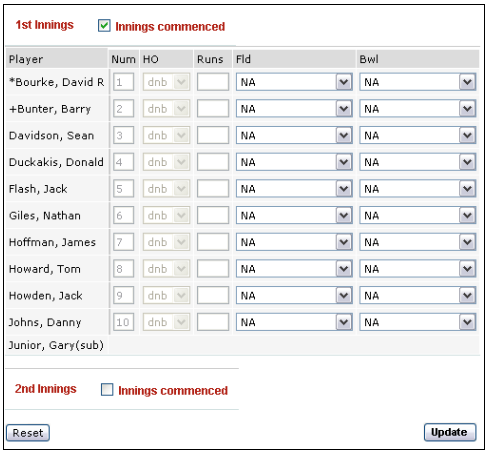
If the opposing team have entered their team list into MyCricket for the match, then you will be able to enter the opposition dismissal statistics.

MODE: Teams
MENU: Matches > Enter Player Scores (Opposition Dismissals)



If the opposing team has not entered their team list for this match, you will not be able to complete this step. You can contact them to request that they do so. Click the club name to display the Club contact details.

- Click the checkbox for the required **innings**.



- Complete the **Fld** and/or **Bwl** fields by selecting the name of the player from your club who dismissed the opposition's batter.

- Click Update to save the details.

5. Reports

5.1. Data Entry Task Summary

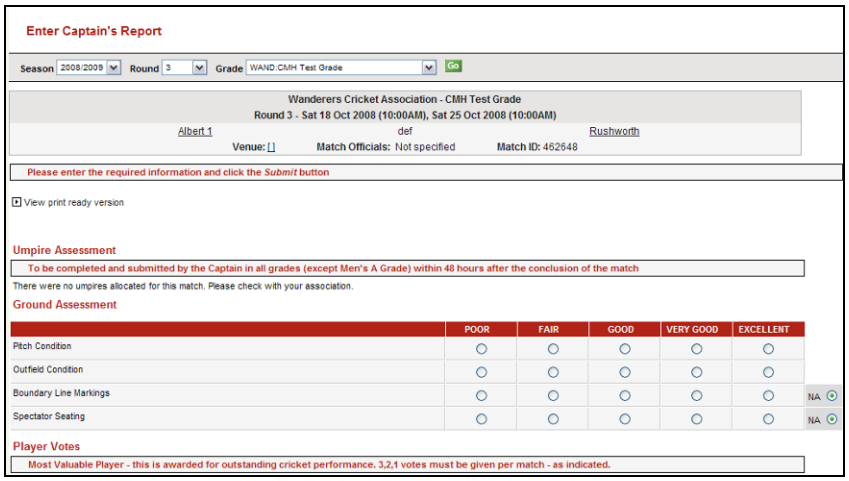
MODE: Teams
MENU: Matches > Data Entry Task Summary

This report will give you a summary of outstanding tasks that still require to be performed. The report will display all matches for the selected date range, and list the status of match results, match confirmation, player scores and captain reports. This is a useful check to ensure all association requirements have been met.

5.2. Captain's Report

Captain's Reports are used by Association's to keep track of issues such as facilities, player behaviour and umpiring. These reports are not publicly available and are only available to Club and Association Administrators.

MODE: Teams
MENU: Matches > Enter Captain's Report


Enter Captain's Report
Season 2008/2009 Round 3 Grade WAND:CMH Test Grade Go
Wanderers Cricket Association - CMH Test Grade
Round 3 - Sat 18 Oct 2008 (10:00AM), Sat 25 Oct 2008 (10:00AM)
Albert 1 def Rushworth
Venue: [] Match Officials: Not specified Match ID: 462648
Please enter the required information and click the Submit button
View print ready version
Umpire Assessment
To be completed and submitted by the Captain in all grades (except Men's A Grade) within 48 hours after the conclusion of the match
There were no umpires allocated for this match. Please check with your association.
Ground Assessment
POOR FAIR GOOD VERY GOOD EXCELLENT
Pitch Condition
Outfield Condition
Boundary Line Markings NA
Spectator Seating NA
Player Votes
Most Valuable Player - this is awarded for outstanding cricket performance. 3,2,1 votes must be given per match - as indicated.

- Select the required **season, round** and **grade,** Click Go

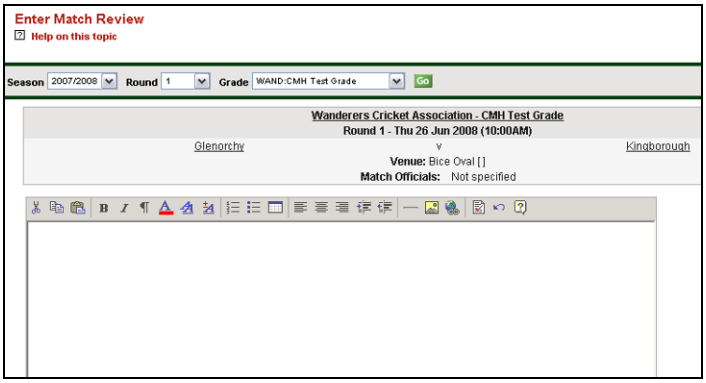
- Complete the report by selecting the appropriate radio button grading (poor, fair, good, very good or excellent) or completing the fields as appropriate. Your Association will provide you with more detail about this area if applicable.

- Click Submit to save the report

5.3. Match Review

The Match Review will be displayed along with the Match Results for each scorecard on public websites.

MODE: Teams
MENU: Matches > Enter Match Review


Enter Match Review
Help on this topic
Season 2007/2008 Round 1 Grade WAND:CMH Test Grade Go
Wanderers Cricket Association - CMH Test Grade
Round 1 - Thu 26 Jun 2008 (10:00AM)
Glenorchy v Kingborough
Venue: Bice Oval [ ]
Match Officials: Not specified

Either…

- Type your review into the text area.

Or

- Write your review in a text editor such as Microsoft Word. Then copy and paste the review into the text area on this screen.

Help For more information on additional functionality available when entering a match review (eg: HTML formatting)

Additional Resources and Information

6. Additional Programs delivered through MyCricket

This guide has outlined the key tasks to get you started with Competition related items. MyCricket is a multi faceted system which also provides functionality for:

6.1. Club/Association Websites

6.2. Completion of the NCRPP (Insurance) Registration Process

6.3. MILO in2CRICKET Centre Activation & Participant Registration

6.4. Representative Teams for Associations or Other Organisations

Further information on these products and using these components of MyCricket can be found by searching the Support and FAQ Centre knowledgebase and downloads sections at www.cricket.com.au/mycricketsupport

Support and FAQ Centre

MyCricket is a fully supported system and Cricket Australia provides several support options in order to ensure all users are able to get the most out of the MyCricket system.

7. 24/7 Access to Page Specific Help

To help you through every step, detailed page specific help is accessible from almost every screen within MyCricket. Simply click the Help on this topic link which appears in the top left corner of the screen, under the screen heading. This will open a specific help article to assist.

8. Dedicated Online Support and FAQ Centre

MyCricket's Online Support and FAQ Centre, is found at www.cricket.com.au/mycricketsupport or through the HELP menu in each MODE. Users can:

- Search the MyCricket **Knowledgebase** and view tips and step-by-step instructions.
- **Download** detailed training and support user guides.
- **Submit a Support Request** if you can't find the answer to your query and our experienced support team will respond directly to your query.

9. Using the MyCricket Online Support and FAQ Centre

MyCricket is fully supported by Cricket Australia's Online Support and FAQ Centre. There is a link to the Support & FAQ Centre through the HELP menu on every screen in MyCricket.

Support and FAQ Centre
Support & FAQ Centre
Submit a Support Request
Submit a support request to the help team or make a request to join MyCricket.
Knowledgebase
Access Knowledgebase articles to assist you when using MyCricket. Either search through the categories or use the key word search to the right.
News
View the latest news and announcements.
Downloads
Download User Manuals, Quick Reference Guides and other help and training documents.
June 2009 – Important Information – Upgrade for MyCricket
Click here for detailed information about the Upgrade >>
Still have Questions? Check out our Frequently Asked Questions Below
Why aren't my players appearing for team selection? Click here for more information >>
Why have some of the menu options changed or disappeared? Click here for more information >>
Why are some people records not accessible? Click here for more information >>
When will season 2009/10 be available? Click here for more information >>
Keep up to date with MyCricket News and Latest Information
Find all the details of the latest MyCricket product developments and critical information below under Latest Knowledgebase Articles, Search the Knowledgebase, or browse under the News section.
MyCricket - Your Online Cricket Community
Why not visit the public home of MyCricket and check out all the features. Club and Association finder, fixtures, results, ladders, individual player statistics and more!! Visit MyCricket
Login
[Lost Password]
Email:
Password:
Remember Me:
Login
Search
Search
-- Entire Support Site --
Latest News
» June 04: Important Notice – Upgrade to MyCricket!
» September 18: Online Support Service and Response Times
» September 18: National Insurance & Risk Programme
» August 15: MyCricket Go Live - Monday 18th August 2008

9.1. Search the Support Site

- Type your keywords/task into the SEARCH field on the right hand side of the *MyCricket Support and FAQ Centre* Home Page.
- A list of relevant knowledgebase articles and downloads will appear, select and view those that are most appropriate.

9.2. Access the Knowledgebase

- Click on the *MyCricket Support and FAQ Centre* Home Page
- Search the **Knowledgebase Categories** to find an article which will best assist with your enquiry. These are grouped into Club, Association, Website and Common Errors sections.

9.3. Download User Guides

- Click on the *MyCricket Support and FAQ Centre* Home Page
- Search the **Download Categories** to find an article which will best assist with your enquiry. These are grouped into Club, Association, Website and State sections.
- Download and Save the file to your PC so you can refer back whenever you need.

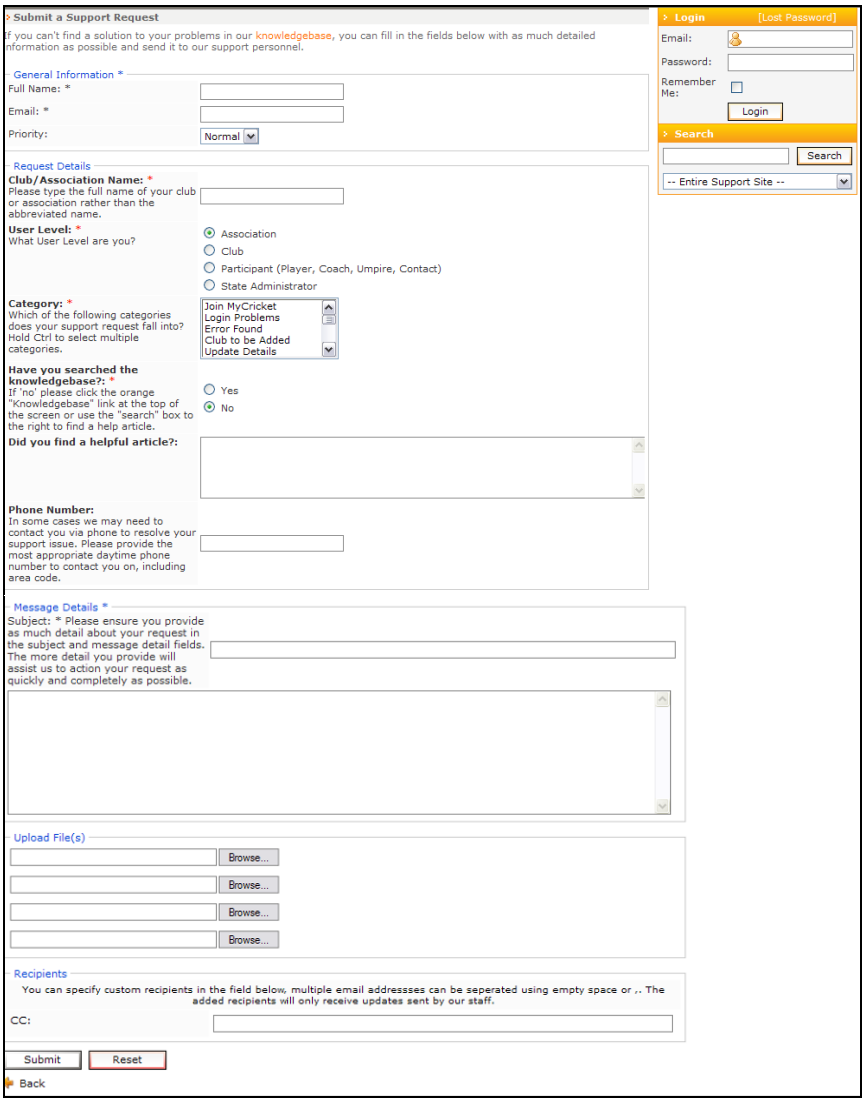
9.4. Submit a Support Request

- Ensure you have referred to the page specific help within MyCricket and also searched both the **Knowledgebase** and **Downloads** sections of the *MyCricket Online Support and FAQ Centre* **before** you submit a support request.

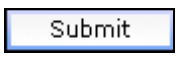
- We recommend this process, as you are likely to find the answer immediately, rather than await a reply from our support team. We understand your volunteer time is important and limited, so our handy online tools are aimed to assist you straight away wherever possible.

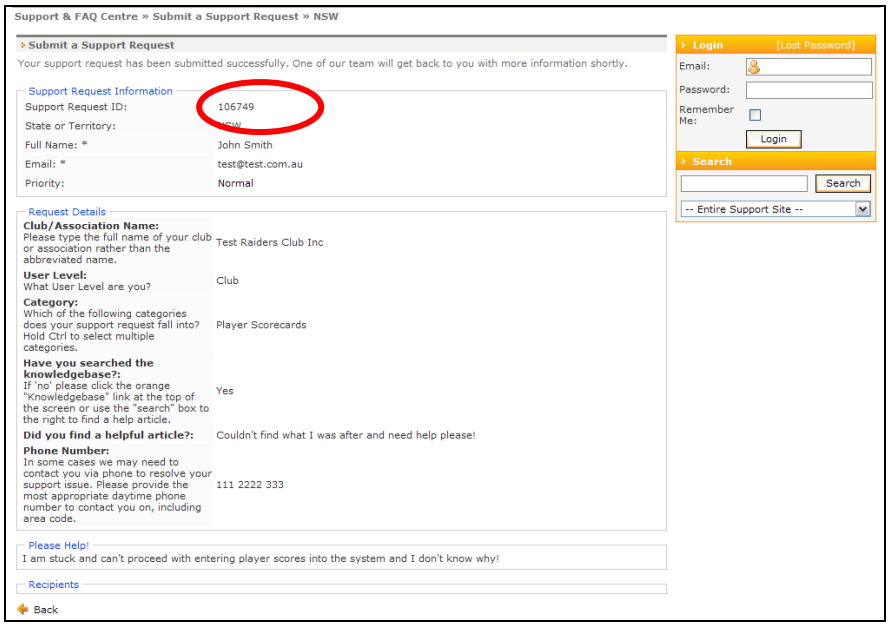
- Click on the *MyCricket Support and FAQ Centre* Home Page

- Select the radio button next to your state and Click

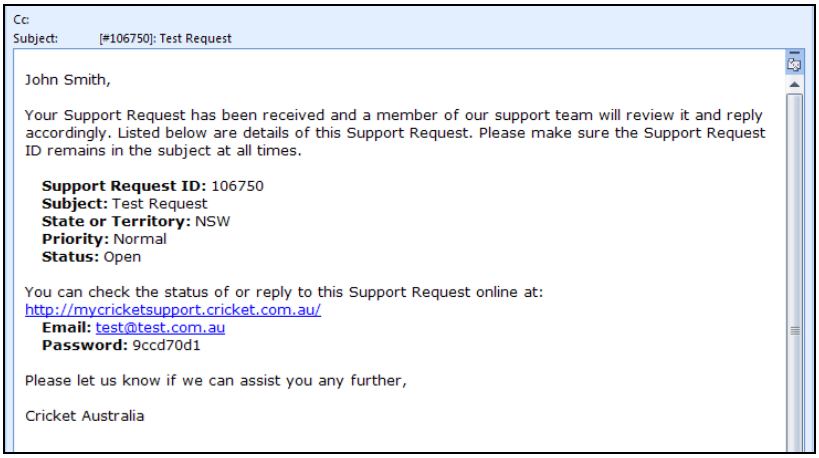

Submit a Support Request
If you can't find a solution to your problems in our knowledgebase, you can fill in the fields below with as much detailed information as possible and send it to our support personnel.
General Information *
Full Name: *
Email: *
Priority:
Normal
Request Details
Club/Association Name: *
Please type the full name of your club or association rather than the abbreviated name.
User Level: *
What User Level are you?
Association
Club
Participant (Player, Coach, Umpire, Contact)
State Administrator
Category: *
Which of the following categories does your support request fall into? Hold Ctrl to select multiple categories.
Join MyCricket
Login Problems
Error Found
Club to be Added
Update Details
Have you searched the knowledgebase?: *
If 'no' please click the orange "Knowledgebase" link at the top of the screen or use the "search" box to the right to find a help article.
Yes
No
Did you find a helpful article?:
Phone Number:
In some cases we may need to contact you via phone to resolve your support issue. Please provide the most appropriate daytime phone number to contact you on, including area code.
Message Details *
Subject: * Please ensure you provide as much detail about your request in the subject and message detail fields. The more detail you provide will assist us to action your request as quickly and completely as possible.
Upload File(s)
Browse...
Recipients
You can specify custom recipients in the field below, multiple email addressses can be seperated using empty space or ,. The added recipients will only receive updates sent by our staff.
CC:
Submit
Reset
Back
Login
[Lost Password]
Email:
Password:
Remember Me:
Login
Search
Search
-- Entire Support Site --

- Complete the following information as indicated. **Please note that MANDATORY information is indicated by the asterisked * fields.**

- Click 


Support & FAQ Centre » Submit a Support Request » NSW
Submit a Support Request
Your support request has been submitted successfully. One of our team will get back to you with more information shortly.
Support Request Information
Support Request ID: 106749
State or Territory: NSW
Full Name: * John Smith
Email: * test@test.com.au
Priority: Normal
Request Details
Club/Association Name: Please type the full name of your club or association rather than the abbreviated name. Test Raiders Club Inc
User Level: What User Level are you? Club
Category: Which of the following categories does your support request fall into? Hold Ctrl to select multiple categories. Player Scorecards
Have you searched the knowledgebase?: If 'no' please click the orange "Knowledgebase" link at the top of the screen or use the "search" box to the right to find a help article. Yes
Did you find a helpful article?: Couldn't find what I was after and need help please!
Phone Number: In some cases we may need to contact you via phone to resolve your support issue. Please provide the most appropriate daytime phone number to contact you on, including area code. 111 2222 333
Please Help!
I am stuck and can't proceed with entering player scores into the system and I don't know why!
Recipients
Back
Login [Lost Password]
Email:
Password:
Remember Me:
Login
Search
Search
-- Entire Support Site --

- You can record your **Support Request ID**, however you will also be sent an automatic email response (example below) summarising your support request. If you **do not** receive a confirmation email, you may have incorrectly entered your email address, or please check your junk email folder.


Cc:
Subject: [#106750]: Test Request
John Smith,
Your Support Request has been received and a member of our support team will review it and reply accordingly. Listed below are details of this Support Request. Please make sure the Support Request ID remains in the subject at all times.
Support Request ID: 106750
Subject: Test Request
State or Territory: NSW
Priority: Normal
Status: Open
You can check the status of or reply to this Support Request online at:
http://mycricketsupport.cricket.com.au/
Email: test@test.com.au
Password: 9ccd70d1
Please let us know if we can assist you any further,
Cricket Australia

- This email also contains a password to login to the SUPPORT and FAQ CENTRE to check the status or review any of your support requests. Please note that this is **not** a Login or Password for MyCricket access.